

	Session 1: Module 1 - Hardware
	SCRIPT
Description	Text
Introduction	This is Session 1: Module 1 of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
Duration	It should take about 30 minutes to complete all of the modules of Session 1.
Overview	Session 1 is an introduction and it provides an overview of M-SPIRIT hardware, software, End-of-Day processes, the Help Desk, logging in and off, usernames and passwords and the WIC Session Manager.
Objectives1	Once you've reviewed all of the modules in Session #1 you should be able to recognize, setup and use the hardware necessary for the M-SPIRIT application, know what other software is included on M-SPIRIT computers, and understand the advantages of a system with a centralized database.
Objectives2	You will also be familiar with the End-of-Day processes that automatically occur and how they might affect the participant records in your agency. Lastly, you will understand how Help Desk support will be provided for M-SPIRIT and how to log in and out of the M-SPIRIT application.
Hardware	No Voice.
Hardware1	The hardware provided for M-SPIRIT includes computers, networking equipment where necessary, single page document scanners, printers and one signature pad for each workstation.
Workstations	M-SPIRIT runs on both laptop and desktop computers, and the State Office provides those. Some agencies have requested, and have received, State Office approval to use additional, locally owned computers. You must have WIC State Office approval to run M-SPIRIT on a locally owned computer.
NW Equipment	Some clinics communicate directly with the internet and devices like printers. No network equipment is required for these clinics. Some clinics use the State Network to facilitate communication between computers, printers and the internet. State IT personnel support these networks. Other clinics use a local network to facilitate communication between computers, printers and the internet. Local IT personnel support these networks.
Scanners1	Since M-SPIRIT has the capability of scanning documents and saving them into participants' folders, the state has provided scanners. The state has provided two types of scanners: a flatbed scanner which is large and not intended to be moved, and it stays connected to a specific computer; and a travel scanner. The travel scanner is small, easy to move, it can accept plastic cards like drivers licenses and it can be used by multiple computers.

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Scanners2	In order for M-SPIRIT to run correctly, only one type of scanner can be defined for a computer.
	That scanner must be physically connected to the computer via the USB cable.
	You should put the scanner with the staff person who is most likely to use it.
	The scanner has the capability of scanning up to 8.5"x14", but M-SPIRIT only accepts documents that are 8.5"x11" maximum.
	More information about how to use your scanners will be provided in Session #3.
Printers1	M-SPIRIT needs to know what printers you will be using for Benefits, Documents and reports.
	The only difference between these printers is the ink cartridge. The ink cartridge in the Benefit Printer must be magnetic. It's called a MICR cartridge.
	The printers used by M-SPIRIT are called Default printers.
	These Default printers are specific to the user and machine – not the clinic site!
	If you are always at the same clinic site and your workstations do not move from that site, and you always use the same computer...once you've selected your default printers, you don't have to re-select them.
	However, many of our agencies have staff that travel between different clinic sites. Since the selected printers are specific to the workstation and user, and not to the clinic site you are at, you must ensure that the correct printer is selected each day.
Printers2	You tell M-SPIRIT what printers to use by defining M-SPIRIT's Default printers.
	You can do that from either the Participant List screen or the Participant Folder.
	There are two ways to do that: either from the File Menu or from the System Tools Icon. The following slides demonstrate how to define the Default printers from the File Menu.
<printers1>	Click on File on the menu bar in either the Participant List screen or the Participant Folder.
<printers2>	Select System Tools from the menu.
<printers3>	Select Set Default Printers.
<printers4>	<No Script>
<printers5>	The Default printers window for the logged in user opens.
	M-SPIRIT does not use Paper Source at this time, so do not make any entries here.
	You can select a printer for Benefits, Documents and Reports...from a list of printers that are visible to your computer.

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	Click the Benefits drop-down arrow to see the printers defined for this computer.
<printers6>	Your benefit printer must have a MICR ink cartridge.
	Consult a fellow employee to determine what printer is the benefit Printer.
	For now, just select YOUR BENEFIT PRINTER.
<printers7>	Observe that your Documents and Reports printers are selected in the same way.
<printers8>	<No Script>
<printers9>	<No Script>
<printers10>	<No Script>
<printers11>	Click the OK button to save your selected printers and to exit this window.
<printers12>	Remember! You must re-select printers when your workstation travels to different clinic sites.
SigPads_1	M-SPIRIT stores electronic signatures for both receipt of benefits and at the end of the certification appointment to acknowledge that the participant has read the Rights and Responsibilities.
	Signature pads are the hardware necessary to create an electronic signature.
SigPads_2	The state provides one signature pad per workstation.
	In general, you should connect the signature pad to your computer via the USB port before logging into M-SPIRIT to ensure that it initializes correctly.
	The signature pad has an attached stylus that should always be used by participants when signing its screen. Do not use a pen.
	When signing the signature pad or selecting a button on its screen, always use a soft and gentle touch. They do not respond well to quick, hard taps on the screen.
Recalibration1	Signatures pads may need to be recalibrated every once in a while.
	Recalibration should be performed when the stylus tip no longer matches its point on the screen.
	Basically, if you are unable to select the Next, OK, or Cancel buttons on the signature pad or the signature pad is erratic and doesn't line up with the stylus tip, you need to recalibrate.
Recalibration2	The recalibration process is very easy and takes about one minute to complete.
	A "How to Recalibrate" document is available on the Montana WIC web site but we will quickly review the process here so that you understand how simple the process really is.
Recalibration_1	Since your signature pad may be connected when you notice it needs to be recalibrated, you will need to disconnect it before starting the recalibration process.

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	While it is disconnected, hold the stylus how you would usually hold a pen and place its tip in the upper left corner of the screen.
Recalibration_2	While holding the stylus tip to the upper left corner of the signature pad's screen, plug the signature pad into the computer's USB port.
	A small line of dots will appear where you are holding the stylus tip.
	Lift the stylus tip off the screen, press it back down on the top dot, and hold the tip there.
Recalibration_3	The dotted line will disappear from the upper left corner and reappear in the lower right corner.
	Press your stylus tip to the lowest dot and hold.
	A wave will cross the screen from top to bottom and your recalibration process is complete. Easy, right?
Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.